

Doctor of Medicine - Year 2 – ALL sites Pre-Placement Compliance Checklist

Placement compliance requirements are an industry pre-requisite for all students and health professionals prior to entering any health facility. Students will not be allocated a placement until all compliance criteria are completed and provided to the College of Medicine and Public Health.

Students are responsible to:

- Allow adequate time to complete all pre-placement requirements:
 - Criminal History screenings (DHS clearances, Ochre, Police Checks) may take 6-8 weeks.
 - Vaccinations may interfere with tuberculosis test results; therefore, it is strongly recommended to complete the SA Tuberculosis Service screening questionnaire *before* commencing any vaccinations.
- All documents must be valid for the entire duration of your placement. Clearances and certificates have expiry dates as noted below and must be renewed prior to placement allocation.
- Keep all ORIGINAL documents safe and secure in a placement folder which is taken to all placements.
- Upload all required documents via InPlace. Consult the [InPlace User Guide](#) for help.
- Ensure address details and emergency contact details are correct and updated on Student Systems, when required.
- Complete any additional venue specific compliance requirements, if requested.

Further information can be found on our [website](#).

Please note: this checklist is merely a guide to assist students. You must be aware of the expiration dates of your compliance documentation and ensure that you renew your documentation prior to the expiration date, or you are no longer compliant.

WIL staff will provide email communication of reminders – YOU MUST RESPOND TO THESE EMAILS

Requirement	Detail	Completed (✓)	Expiry
Global Pre-Placement Requirements – ALL Students			
Fitness for Placement Declaration	Declare fitness for placement by reading and acknowledging the Fitness for Placement statement on InPlace.	<input type="checkbox"/>	Per Year
Immunisation Compliance Certificate	Please ensure you have completed your course of immunisations and uploaded your original Immunisation Compliance Certificate with the Completed section signed and change status to <i>I have completed my immunisation compliance requirements</i>	<input type="checkbox"/>	indefinite
Annual Influenza Vaccination	Book an annual influenza vaccination from an immunisation provider and upload certificate to InPlace	<input type="checkbox"/>	1 year
Emergency Contact Details	It is mandatory that you update your Emergency Contact details on Student Systems. Please follow this link to ensure updated.	<input type="checkbox"/>	1 year

Other Requirements – ALL students			
Hand Hygiene – SA/NT	Register online with Hand Hygiene Australia and complete the <i>Hand Hygiene Student Health Practitioners</i> module. A certificate is provided upon completion.	<input type="checkbox"/>	1 year
Manual Handling – SA/NT	This is a yearly requirement for ALL SA student/placements. Complete via module on FLO in Doctor of Medicine page and upload verification of completion on InPlace.	<input type="checkbox"/>	1 year

****SA based students will need to complete the EPAS/Sunrise module on FLO towards the end of Year 2, in preparation for clinical placements in Year 3 – WIL will advise when this should be completed****